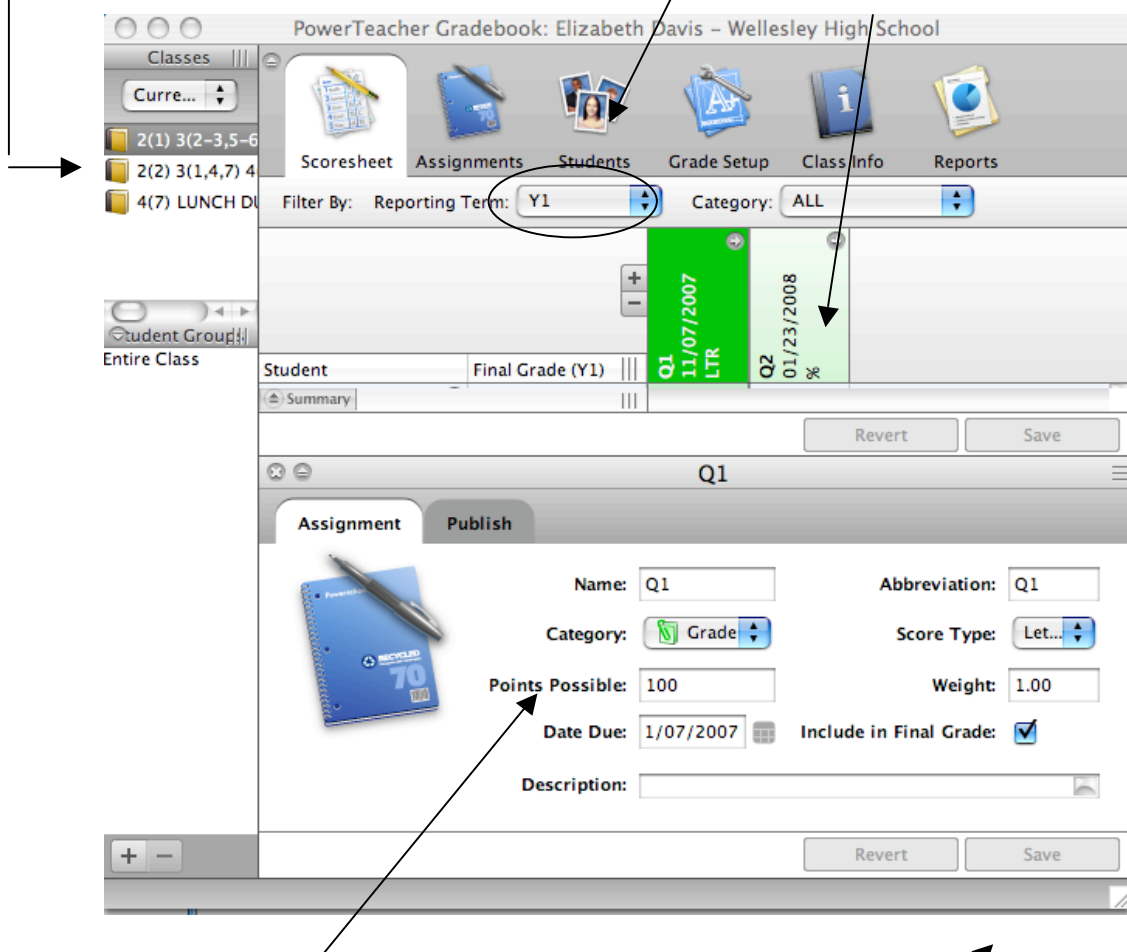


Things to remember when using PowerTeacher Gradebook

1. Make sure you are looking at the Quarter, Semester or Year you want. Each class and term must be set up separately using “Grade Setup.” Don’t forget to do Grade Setup for Y1 as well.
2. Select the class you want. Then choose the tabs depending on what you want to do. (Score sheet, Assignments, Grade Setup and Reports)
3. Double-check your assignments to make sure the scale is correct.



In the Assignment Menu, use Tab to navigate. Type in a name and choose your category and score type, points possible and weight (I always use 1.00). Make sure your due date falls within the term you want to use, and make sure “Include in Final Grade” is checked, otherwise your grade will not be included ☺

Always “Save” an assignment and start an entirely new assignment each time.

To copy assignments, “ctrl-click” the assignment and choose “copy assignment” from the menu. Then follow the instructions to copy to other classes.

WATCH DUE DATES WHEN COPYING ASSIGNMENTS